

MINUTED OF THE MEETING OF THE BOARD OF DIRECTORS
HELD THURSDAY, MARCH 29, 1962

Present were:	Dr. Wood	Mr. Sterling
	Mr. Cooper	Mr. Schaefer
	Rev. Berry	Mr. Ellis
	Mr. Feuerstein	Dr. Paddock
	Mr. Wilson	Mr. Arentz
	Mr. Jones	Mr. Geaney

From Staff: Mr. Kilduff

MINUTES OF LAST BOARD MEETING

Since there was no quorum at the February Board Meeting, action taken at the February meeting by the Board members present was approved by the Board of Directors this evening. Minutes of the meeting were approved as sent.

TREASURER'S REPORT

Mr. Cooper gave the Treasurer's Report which showed Disbursements \$16,697.07, Receipts \$13,796.45, Deficit \$2,900.62. The Treasurer's Report for the month of February was accepted as presented.

AUDIT REPORT

Mr. Cooper stated that the audit for the agency, commencing January 1, through December 31, 1961 had been completed by Peat, Marwick, Mitchell & Co. and it showed the following: Expenditures \$81,736.67, Receipts \$90,951.94, Deficit \$9,215.27.

The market value of the Bonds and Stocks was as follows:

Bonds, \$99,572.50, Stocks, \$115,207.01, Total Portfolio, \$214,779.51.
Income from Investments, \$6,801.31.

The Board discussed thoroughly the Portfolio of the agency and it was recommended by Mr. Geaney that a five year study of our Portfolio be made by the Executive Secretary showing the Bonds and Stocks shifts together with the income received over this period. It was the consensus of the group that in order to discuss the income from our Stocks and Bonds that this information would have to be studied.

BUDGET ALLOCATION FROM WELFARE FEDERATION

Mr. Wilson reported on the agency's budget allocation from the Welfare Federation of \$64,000. He stated it was his opinion we must do something for ourselves in the matter of income during 1962. In the subcommittee of the Budget Committee of the Welfare Federation that he represented the agency, Family Service Bureau received the same allocation as the previous year, while other agencies in our group were subjected to cuts. It is conceivable, he stated, if there are any cuts in budgets next year in this same group of agencies, and as we did not receive a reduction this year, our budget would probably be the first to be looked at for a cut. He suggested that a committee

be appointed to investigate raising money in order to balance our own books. He pointed out that the paper Mill Playhouse benefit performance the Bureau is now undertaking is a way of demonstrating to the Welfare Federation the Agency is cognizant of the need to raise more of its own income. Other members of the Board agreed with Mr. Wilson's opinion and indicated they favored such a committee to investigate new sources of income.

REPORT OF NEGOTIATING COMMITTEE WITH NEWARK HOUSING AUTHORITY

The Ad Hoc Negotiating Committee set up by the Board of Directors of the Family Service Bureau, composed of Mr. Hardin, Mr. Jones, and Mr. Feuerstein to deal with the Newark Housing Authority in the purchase of its properties at 40-42 Elseker Street, recently met with Mr. Kent of the Newark Housing Authority and a firm offer was made of \$45,000 by the Newark Housing Authority for these properties. The Negotiating Committee felt that this was a fine offer and recommended to the Board they approve this offer, Mr. Ellis moved and Mr. Geaney seconded the proposal, and the Board unanimously passed the recommendation of the Negotiating Committee. Mr. Schaefer asked that a word of thanks be included in the minutes to this committee for the excellent work they did for the agency in negotiations with the Housing Authority. Since Mr. Hardin could not be at the meeting, Mr. Hardin sent a memo to Mr. Jones re: Negotiations for sale of property. This memo is dated March 29th and is hereby made a copy of these Board Minutes:

"Mr. Milton Hendler telephoned us on March 27th and asked about the status of the proceeding to approve the option. I told him that we were meeting Thursday night to approve the \$45,000 price, of which Mr. Hendler was aware.

"At my request, Ed Kilduff wrote the Housing Authority and said that the Board would act on the transaction with the unanimous recommendation of the committee.

"Mr. Hendler said that the form of offer of sale of land submitted to us has been approved by the Federal government and cannot be changed. Specifically, I asked him whether we had to give a warranty deed although I also had in mind easements and restrictions of record and such facts as an accurate survey would disclose. Hendler said that the Housing Authority gets title insurance on all its property. Accordingly, I do not think we run too great a risk in executing the offer in the form presented. In any event, I think the price of \$45,000 warrants whatever risk there may be. I also discussed this with Mr. Feuerstein who said that, in his experience, the form should not be changed.

"Accordingly, I recommend that the offer be approved".

The Board gave the authority that the necessary papers for the transfer of our property to the Housing Authority be prepared and that the responsible officers of the Board may sign any and all agreements necessary in this transfer.

REPORT OF CASE COMMITTEE

Dr. Paddock reported on a meeting of the Case Committee held Tuesday, March 13, 1962. At this meeting the Case Committee reviewed the fee scale of the agency from the time it began through February 1962.

It was the suggestion of the Executive Secretary and the Director of Casework Services that a flat service charge of \$5.00 for the intake interview be made by all clients able and could afford to pay. After reviewing the history of the income that the agency has received through the years 1953 to present, it was the suggestion of Mr. Feuerstein that instead of charging or stating that the service charge for the intake interview be \$5.00, he felt, and the other members of the committee concurred, the agency should state that the minimum service charge for the intake interview be \$5.00. This suggestion was unanimously passed by the Case Committee.

The rules and regulations governing payment of fees by clients are laid down in the June 1, 1957 Case Committee Report, which is as follows:

- 1) All fees should be worked out by previous discussion between the intake worker and client. (No Change)
- 2) All fees should commensurate with ability to pay, no fee charged with undue hardship would be involved. (No Change)
- 3) Consideration should be given to any special difficulty of the client. (No Change)
- 4) The charging of the fee should thus be treated flexibly at all points - such matters as expenses for sickness, etc. being taken into account as basis for modification of the fee scale. (No Change)
- 5) It was stressed throughout that no substantial amount of money can be anticipated from fee charges. Our experience with clients leads us to believe that this revision would not realize a great financial return. However, it would add to our income if the majority of clients coming to the agency are in the position to pay the \$5.00, the minimum service charge figure.

This action of the Case Committee was brought to the Board this evening for information only and does not require Board action for approval, if there is no serious objection to the suggested change and there was none.

REPORT OF PUBLIC RELATIONS COMMITTEE - PAPER MILL PLAYHOUSE

Mr. Geaney reported that the agency in partnership with the Family Service of the Oranges, has received the tickets for the Paper Mill Playhouse play Fiorello, to be held Thursday, May 3rd, for the benefit of the two agencies. The Family Service Bureau has 359 tickets to sell at premium prices and they range in price \$10.00, \$7.50, \$6.00, and \$4.00. Mr. Geaney stated that if all of the 359 tickets are sold at

the premium prices, the Family Service Bureau of Newark would realize a profit of around \$1,300. Contracts have already been signed with the Paper Mill Playhouse by the Family Service Bureau of Newark and the Oranges. All tickets that are not sold must be returned to the Paper Mill Playhouse through the Bureau two weeks prior to the performance. In order that a sincere attempt will be made to sell all tickets, Board members are asked to make their returns on or before Friday April 13th. Each Board Member is being asked to take ten tickets, broken down as follows: 2 tickets \$10, 6 tickets \$7.50 and 2 tickets \$6.00. Price for the total tickets is \$77.00. Mr. Geaney stated that the price on the front of the tickets is not the price of the tickets for this performance. Stamped on the back of each ticket is the price that should be asked for the tickets when selling them to your colleagues or associates.

All Board members not present this evening will receive the same allotment of tickets as distributed this evening. All present agreed that this was an excellent way of demonstrating our willingness to add to our income.

REPORT OF PERSONNEL PRACTICES COMMITTEE

Mr. Sterling reported that the Personnel Practices Committee had met on March 27th to discuss two items at the request of the Executive Secretary.

- 1) The payment by the Family Service Bureau of Blue Shield, Blue Cross benefits.
- 2) To establish a different maximum wage scale. Present scale \$5200 to \$7300. Suggested change recommended by the Executive Secretary \$5200 to \$8500.

At the last meeting of the Personnel Practices Committee, held October 19, 1961, the Personnel Practices Committee directed the Executive Secretary to ascertain how many agencies belonging to our national organization were paying medical and surgical fringe benefits. The Executive Secretary talked with Mr. William McCurdy, Research Director of Family Service Assn. of America, and Mr. McCurdy stated the national organization had recently completed a sample study of 66 agencies throughout the United States on this question. 53 agencies out of 66 provide this benefit to its staff. Mr. McCurdy also stated that this seemed to be a much more satisfactory benefit even than offering retirement benefits to new staff. Professional and clerical alike are more concerned about this kind of coverage.

After thoughtful discussion by members of the Personnel Practices Committee, they unanimously agreed that the Family Service Bureau pay the full medical and surgical coverage for all employees on an individual basis. All employees married who want extended coverage on a family basis would have to pay the difference themselves. The cost of financing this benefit would be around \$600. a year. The committee also agreed that payment by the agency would not begin until July 1, 1962.

In regard to the second item on the agenda, the Executive Secretary at a previous Personnel Practices Committee meeting was asked to make a five year study of what has happened to the salary scale of the Family

Service Bureau in this period.

The Executive Secretary asked the Personnel Practices Committee if the present maximum base could be raised to \$8500. No one on the staff at the present time would reach this figure for another two years. However, it is now necessary to seek at least two more professional workers because Mrs. Schaefer left us on March 15th, and another worker who recently married is making plans to join her husband in Philadelphia permanently sometime during the summer months.

In seeking new employees, it is much more advantageous in discussing a position with a prospective employee if our salary range is more in line with the suggested salary range of Family Service Assn. of America which is \$5400 to \$10,000. Our present salary scale is good. However it in negotiating with new employees it could be said that our salary scale is \$5200 to \$8500, it is more than likely many would accept our offer of employment if they feel they can reach this figure in time.

The Personnel Practices Committee, after discussion, agreed that the maximum salary scale should be raised to \$8500. If approved, the new salary scale of the agency would be \$5200 to \$8500, with yearly increment of \$350.

After discussion the Board unanimously approved the action taken by the Personnel Practices Committee at their March 27th meeting.

OTHER BUSINESS

Dr. Wood reported on a meeting with Dr. Mason Gross, President of Rutgers, with Mr. Ellis, Mr. Hardin, Mr. Kilduff and himself. It was the consensus of the group in their meeting with Dr. Gross that the request by this committee of the Board of either affiliation or quarters in the new Rutgers Campus for the Family Service Bureau would not be feasible at this time. However, the committee was quite impressed with the length of time that Dr. Gross gave them and suggested that a letter be transmitted to him by our President so that he may turn over the request of the Bureau to the proper authorities for further study and consideration.

This letter has already been sent to Dr. Gross.

Prior to the close of the meeting, Mr. Kilduff asked the Board for direction for the Relocation Committee of the Board in looking over and possibly taking an option on a new building within the next month. It was the Board's opinion that if the Relocation Committee together with Mr. Kilduff found suitable quarters, they could enter into an option agreement.

Meeting adjourned.

Edward V. Kilduff
Executive Secretary

EVK:K

P.S. Next Board Meeting to be held Thursday April 26th, 1962.